

Labels for use in LTS documents

Scope: *These are the labels used by LTS in Confluence to help organize our procedures, policies, and other documents. Multiple labels can be assigned to a page. New labels should be created following the established pattern and recorded here for consistency. New procedures should receive at least one label.*

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Date last reviewed: In Process July 17, 2023

Date of next review:

label	definition	use for
lts-administrative		
lts-authorities		
lts-automation		
lts-cataloging		fast-cataloging; copy cataloging; original cataloging
lts-dbq	Database Quality	
lts-e-resources	E-resources acquisition, processing, and maintenance	FOLIO agreements, licenses, orders and invoices, eHoldings, and organization records (particularly usage statistics and administrative functions at publisher sites)
lts-folio	FOLIO-specific procedures and workflow documentation	
lts-inputting		
lts-ordering		
lts-physicalproc	Physical processing, including bookmarking.	
lts-rare	Processing rare (special collections) materials	
lts-receiving		
lts-reference		
lts-reporting	Where/how to get and use reports	LDP; statistics
lts-serials		